

Providing External Communications

I. PURPOSE

The purpose of this procedure is to establish guidelines for the external communication of environmental information that pertains to the U.S. Environmental Protection Agency (EPA), Region 9 Environmental Management System (EMS).

II. SCOPE

The Region 9 environmental policy statement is made available to the public. All other information related to the EMS may be communicated externally as determined by the EMS Lead and Advisory Committee.

III. GENERAL INFORMATION

Definition

External communication: Communication to parties or organizations external to its physical site boundaries or its functions and activities on or off site. External communication would include, but is not limited to, communication with other EPA Regional offices, EPA HQ offices, non-profit organizations, educational institutions, local and state government offices, Tribal governments and Tribal organizations, business and industry, the media, and the general public. Communication within EPA Region 9 offices and its employees is not included (See Internal Communication SP-IC).

IV. APPROACH

Consistent with its commitments in the Environmental Policy statement, EPA Region 9 promotes the dissemination of relevant information regarding its environmental activities. Specifically, EPA Region 9 has taken the following actions under its Environmental Management System (EMS):

1. EPA Region 9 makes its environmental policy available to the public, through the EMS webpage on the EPA Region 9 website.
2. EPA Region 9 reports environmental information, when required, to the appropriate authorities, including EPA HQ.
3. On a periodic basis, EPA Region may use the following mechanisms to report its environmental efforts and accomplishments to the public:
 - Updates to the EMS webpage on the EPA Region 9 website;
 - Press releases at years end to showcase successes;
 - EMS update in the EPA Region 9 Annual Report; and

- Display posters, and distribute pamphlets/fact sheets at outreach events.
4. Public requests for information or suggestions about Region 9's EMS are handled as follows:
 - Person is directed to the EMS Webpage; and provided with EMS Lead contact information.
 - EMS Lead logs the contact on an EMS external communications tracking sheet (which includes a section for response to inquiry).
 5. Region 9 has considered the external communication of its significant environmental aspects and has decided to communicate them through its website.
 6. Region 9 communicates relevant procedures and requirements to suppliers and contractors through provisions in the Affirmative Procurement Program.

V. RECORDS

Records generated by this procedure include:

1. EMS external communications tracking sheet

IV. REVISION HISTORY

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